Congratulations on choosing to pursue National Board Certification. We look forward to working with you over the next two years as you pursue this goal. Please understand the following:

\* You are committing to this cohort. That means that you understand the importance of being prepared, completing the tasks according to the timeline, and fully engaging in the work ahead.

\* Attendance at all cohort meetings is mandatory. In the event of an unavoidable absence such as an acute illness, please notify your cohort facilitators as soon as possible via email or text so that we can plan accordingly. Attendance will be reported to the district, and failure to attend meetings may result in removal from the cohort.

\* It is advisable that you schedule time for this work just as you do any other endeavor that is important. Mark time off on your calendar. We’ll talk more about this and begin the process of thinking about how to pace yourself on our first meeting.

**Your cohort facilitators are:**

Name

Title

National Board Certification:

Email Phone

Name

Title

National Board Certification:

Email Phone

**Your district liaison is:**

Name

Email

Phone

First Steps:

|  |  |  |
| --- | --- | --- |
| Date/Location | Preparation | Topic to be Covered |
| Meeting One or Meeting Two if you started by combining the awareness and first meeting.DateLocation | * Read “Choosing the Right Certification Area” and the “Guide to National Board Certification”
* Create NB binder with printed copy of standards, General Portfolio Instructions, and Component 1 and 3 instructions
 | * Review of Awareness meeting, Five Core Propositions, Release Forms, Analyzing Standards, Pacing
 |

“Choosing the Right Certification Area” can be found at <https://www.nbpts.org/wp-content/uploads/2019/04/Choosing_the_Right_Certificate.pdf>

“Guide to national Board Certification” can be found at <https://www.nbpts.org/wp-content/uploads/2021/05/Guide_to_NB_Certification.pdf>